



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 4-6-17	<u>Interviewer:</u> Mohammed Cato	RFA #17 – 21
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☒

Category: *(Please check at least one)*

- | | | | | |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
3-30-17	[REDACTED] sends MC an email	The email contains an attachment of an incident report from the [REDACTED]. Student Employee [REDACTED] alleges that student [REDACTED] slapped her lower back without consent and kissed her on the cheek.
3-30-17	MC leaves a voicemail for [REDACTED] and [REDACTED] follows up with a voicemail for MC	
3-31-17	MC calls [REDACTED]	[REDACTED] gives MC a summary of the incident. MC explains the informal process of handling concerns of sexual harassment. MC lets [REDACTED] that he will reach out to [REDACTED] first and then contact [REDACTED]. MC also informs [REDACTED] that he will give him an update once he has spoken to the reporting and responding party.
3-31-17	MC leaves a voicemail for [REDACTED]	

3-31-17	leaves a voicemail for MC	
4-3-17	MC sends an email to schedule a meeting	
4-3-17	emails MC and informs him that she is available the next day to meet. They schedule a meeting	
4-4-17	does not attend the meeting	
4-5-17	sends MC an email	explains that health issues prevented her from attending the meeting and offers to give an account of events through email
4-5-17	MC explains that EOO concerns aren't discussed in detail via email but that he can give her a call	MC and schedule a phone meeting for MC to receive clarification on statements made in the incident report.
4-6-17	MC calls	MC explains the process to indicates that she wishes to remain anonymous so that cannot identify her as the person who filed an incident report with the . When asked about her desired outcomes, indicates that was "touchy-feely" with her and she wants it to stop. said that she didn't want an investigation by EOO or for to be disciplined but felt that someone needed to explain why his behavior was inappropriate. She also indicated that she doesn't want to be informed of the results of the conversation with or what happens down the road. She indicates that she will contact MC if she wants to know more but would prefer no more communication about the matter.
4-6-17	MC calls to set up a meeting for the next day	
4-7-17	MC meets with	MC explains the Discrimination Complaint Procedure to including differences between the informal and formal process. MC also discusses the Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation. was already aware that reported the incident because staff approached him in the shortly after it occurred and provided him with specific details that mirrored his interaction with and MC discuss the meaning of sexual harassment. admits that he touched without permission including a slight kiss on the cheek. explained that he and are longtime friends and he meant no offense. He also explained that he is affectionate with friends. MC and discussed why a person would describe and feel that his behavior was inappropriate and harassing even if considered them to be a friend. voiced that he understood why his behavior was problematic and that he would make sure that he had permission to touch someone, regardless of whether his intentions are plutonic

		or whether or not he is friends with the person. MC lets ██████ know that consequences will likely be more severe if ██████ engages in similar behavior again. MC also reminds ██████ that he should not approach ██████ about the matter or communicate with ██████ unless she initiates communication with him.
4-13-17	MC leaves a voicemail for ██████	MC provides a summary of his meeting with ██████ and asks ██████ to call him if he has any questions or needs further clarification.